

Patriot Insurance Agency, Inc.

DBA: Arizona Patriot Insurance Agency, Inc. in CA, NC, ND, NY

P.O. Box 1298

Sonoita, AZ 85637-1298

Phone: 520 455-9252

Fax: 520 455-9358

Toll Free Number: 800 859-2724

Email: wecare@patriot-insurance.com

www.patriot-insurance.com

DIRECTIONS FOR OBTAINING A QUOTATION

Please find enclosed the application regarding Package Liability coverage to be completed. Please follow these easy steps to expedite your request for a quotation:

- Make sure that all questions are answered completely and as accurately as possible. Missing information will delay your quotation.
 - Make certain you sign the application. (Signing does NOT obligate you to purchase the coverage.)
- Brochure and/or Advertisements:
 - Yellow Pages, Newspapers, Church Bulletins, Brochures, TV/Radio
- A copy of the membership of an affiliation with a National Organization/Association.
- Should you have prior coverage, please provide three-year current loss runs (claims history report from carrier).
 - If no prior insurance, forward the Executive Director's resume.
- Sample contracts and/or hold harmless agreements used for contacted staff.
- Facility license (if required) for each location and/or operation.
- Photographs of each location.
- Financial Statement.
- Client Referral Guidelines.
- Personnel Procedures.
- If Hired and Non Owned is requested, provide.
 - Motor vehicle reports (MVRs).
 - Copies of personal auto policy declaration pages.

Should we be of further assistance, please contact our Underwriting Department at 800.859.2724. Thank you.

Please forward all the above information to our agency via mail, fax or email.

Thank you for allowing us to service your insurance needs and we look forward to working with you in the near future.

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**SOCIAL SERVICE INSURANCE
PROGRAM APPLICATION**

APPLICANT INFORMATION SECTION

Organization's Legal Name:	
Name of Director/Contact:	
Mailing Address: <i>(Including City, State and Zip)</i>	
Physical Location Address: <i>(Including City, State and Zip)</i>	
Telephone Number:	
Fax Number:	
Email Address:	
Web Page Address:	
Federal Identification Number:	

WARRANTY

Please understand that your answers and responses throughout this application serves as a warranty. Your completed application will become part of the wording and conditions of your organization's policy. Therefore, any misrepresentation or omissions made on this application may void any or all coverage benefits under these policies. Your signature below acknowledges that you understand this warranty and certifies your responses to be true and correct. Revocable Proxy. The undersigned hereby appoints Roberta Renzi and Erika Hill of the Board of Directors of The International Association of Community Service Organizations (the "Association"), and each of them, as proxy, with full power of substitution, to cast all votes that the undersigned Member is entitled to cast at any meeting of the Association and to act with respect to all votes that the undersigned would be entitled to cast until the earlier of the time that this proxy is revoked or three years from the date that this instrument is executed and delivered to the Association.

Applicant's Signature _____ Date: _____

Applicant's Name *(printed)* _____ Title: _____

LOSS EXPERIENCE SECTION

Over the last four years have any claims, incidents or lawsuits been brought against your organization or affiliated organization? YES* NO

**If yes, please attach detailed claim information with the date of loss or occurrence, the status, the amount reserved or paid and a description of the claim or allegation.*

SOCIAL SERVICE INSURANCE PROGRAM APPLICATION

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DESCRIPTIONS OF OPERATIONS SECTION

Please describe your organization's operation, purpose, and daily functions.
(Please use a separate sheet of paper if more space is required.)

1. Are you affiliated with a National Organization/Association? If yes, please indicate _____
2. Do you have a maternity home or operate an overnight facility? YES NO
Do you provide 24 hour residential care? YES NO
Do you provide childcare services? YES NO
Do you provide a sheltered workshop? YES NO
Do you operate a camp? YES NO
a. ** If yes, Are you licensed by the state(s) in which you operate? YES NO
(Please attach copy of license and latest inspection.)
b. Is it renewed: Annually Semi-Annually Other: _____
3. Are you a multi-location organization? YES* NO
**If Yes, please attach (on a separate sheet of paper) a schedule which will contain the following information for each location: (1) the physical location address, (2) the hours of operation per week including weekends, if applicable (3) a description of the services provided to your clients.*
4. Average number of hours per week the main location is open: _____
5. Average number of Employees: _____ Average number of Volunteers: _____
6. Are you organized as a 501(c)(3) nonprofit organization? YES NO
7. **Effective Date Organization Began Service:** _____
8. **Date of Incorporation of your Organization:** _____
9. **Number of years under current management?** _____

10. Has any insurance ever been denied, cancelled or non-renewed? YES NO

If yes, please explain: _____

11. Name of present insurance carrier for General Liability and Professional Liability:

Expiration Date: _____

Premium: _____

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PROFESSIONAL LIABILITY SECTION

1. Is there an established training and continuing education program provided for all counselors? YES NO
- A. If Yes, are the harsh techniques of employing the pressures of guilt or mental anguish rejected as an appropriate counseling procedure? YES NO
- B. If yes, attach explanation of training program.
- C. Are clients referred to specialists when appropriate? Yes No
2. Are files maintained to protect confidentiality of clients? YES NO
3. How often does the Director/Administrator conduct a performance review with the individual counselors? _____
Is this review done in writing? YES NO
4. Do you refer your clients to any third parties? YES NO
- If Yes, please list: _____
- If Yes, do you have a Hold Harmless Agreement signed by your client? YES NO
5. Do you provide rape, sex abuse, suicide, spouse abuse, substance abuse, or other extensive social service counseling?
YES** NO
- **If so, this Insurance Program **does not** cover the exposures associated with operating these extensive social service operations as described above. We have a separate program available to cover these exposures. (Please call for information.)*
6. Please provide the annual number of client contacts (visits, call-in etc.) for the following services:
- | | <u># of Visits</u> |
|---|--------------------|
| Individual counseling | _____ |
| Group counseling | _____ |
| Mentoring | _____ |
| Family/Independent Living Skills Training | _____ |
| Other types of counseling (<i>describe below</i>) | _____ |
7. Is the staff required to report to the administrator all incidences that may result in a claim? YES NO
8. Are written records of all incidences kept by the administrator? YES NO
- Are all incidences reviewed? YES NO
9. Do you have a formal written safety program in place? YES NO
10. Is the staff required to report to the administrator all incidences that may result in a claim? YES NO
11. Is a complete criminal background check required for all staff members YES NO
- County criminal record search State criminal record search National criminal index search
 State prison search Federal prison search Sex offender search criminal index search
 Teacher license Education verification
12. Is a complete background check required for all volunteers the same as for employees? YES NO
13. Explain what background checks are done & if so, what method is used?
14. Average number of volunteers daily: _____
15. Describe the volunteers' duties: _____

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GENERAL LIABILITY SECTION

1. Does your location maintain dry floors, unobstructed walkways and halls during operating hours in order to reduce the exposure to accidental slip and fall claims?
YES NO

2. Many landlords require General Liability limits of \$1,000,000 per location. Does this amount adequately meet the requirements of your lease?
YES NO* *If not, what Liability Limit is required? _____

3. Do you have a formal written safety program in place? YES NO

4. Does the facility have a written emergency evacuation plan? YES NO

***Program automatically includes \$1,000,000 General Liability Limit. Additional excess Umbrella limits may be purchased. Please call for an application.*

5. **YOUR ADDITIONAL INSURED:** Insurable Interest – check the box that applies:

Name: _____ Funding/Placement Landlord
 Contract/Service
Address: _____ Other: Please Describe: _____

6. Do you lease or sub-lease to others any portion of the locations scheduled on the application? YES NO
a. If yes, do you require that your tenant carry liability insurance for the Occupancy? YES NO
b. If yes, how do you make sure the coverage is maintained? _____

7. Please describe your fundraising activities including special events. Please list the types of activities, number of participants, what items are sold, etc.

8. Is care taken in planning and coordinating your fund raising activities? Specifically, do you require all vendors or equipment suppliers to provide a Certificate (proof) of Insurance, prior to remitting payment for their services? YES NO

9. In the past have you safely planned and managed crowd control, movement, and overflow parking during your events?
YES NO

10. When you hold a meeting or event is care taken when using property of a Third Party (such as: church, school, etc?)
Yes No

11. Are volunteers, employees, or those working at your center covered by Workers Compensation Insurance or Personal Health Insurance or Group Medical Insurance?
YES NO

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PERSONNEL SECTION

Positions	No. of Employees	No. of Volunteers	No. Contracted	Number Licensed
Administrators				
Counselors				
Psychologists				
Nurses, RN/LPN				
Social Workers				
Clerical				
Physicians				
Others:				
Others:				

ADVERTISING LIABILITY SECTION

1. Please indicate if you advertise in the?
 Newspapers Yellow pages Bulletins or other print media ?
 YES* NO
 If Yes, what Headings are used: _____
2. Do you advertise on the radio or television ? ** YES NO
- If either media is utilized, does the script include any ambiguous terminology while describing exactly what services you provide? YES NO
- **PLEASE INCLUDE A COPY OR SCRIPT OF YOUR RADIO OR TELEVISION ADVERTISEMENT.**

HIRED AND NON-OWNED AUTO LIABILITY SECTION

(Subject to Underwriting Approval)

1. Do you provide transportation for your clients? YES NO
2. Do employees, workers, or volunteers use their vehicles on behalf of the organization? YES NO
It is management's responsibility to establish and enforce drive selection criteria
3. Do you order Motor Vehicle Reports (MVR) annually for all employees and volunteers driving their vehicles on your behalf?
 YES NO
4. Do you have a procedure for evaluating MVR's to identify unacceptable/marginal drivers? YES NO
5. Does the Organization verify that the employees or volunteers have their own vehicles properly insured? YES NO
PLEASE NOTE: Evidence of adequate insurance must be updated annually.

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OPTIONAL: PHYSICAL & SEXUAL ABUSE SECTION (Subject to Underwriting Approval & Additional Premium)

1. Does your state permit you to do criminal background investigations on prospective employees/volunteers?
YES NO
 - a. If yes, do you routinely request and receive such background investigations? YES NO
 - b. If yes, how often? _____
2. Do you verify employment related references? YES NO
3. Do you verify educational requirements? YES NO
4. Do you conduct a personal interview? YES NO
5. Are professional licenses checked for employees/volunteers? YES NO
6. Do you provide new employee orientation? YES NO
7. Do you discuss at staff orientations, physical and sexual abuse issues, how to recognize the signs and what to do if a client reports someone molested him/her? YES NO
8. Do you have a plan of supervision that monitors staff in day-to-day relationships with clients? YES NO
9. Do you have a crisis management plan for dealing with staff, victim, parents, authorities and media if you have an incident of abuse? YES ** NO
 - a. **If Yes, please attach a copy.**
10. Have you ever had an incident which resulted in an allegation of sexual abuse? YES NO
11. Was a claim ever made against you? YES NO